

Skidmore, Owings & Merrill

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November 11, 1981

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[Redacted]
Building Planning Staff
Central Intelligence Agency
Washington, D.C. 20505

Ref: Master Development Plan
Contract No. 81-1599900-000

Dear Paul:

This letter is a follow-up to our telephone conversation concerning expenses for printing copies of the Agency's Master Development Plan, Environmental Assessment, Cost Estimate, and Master Plan drawings. Since our contract calls for us to provide you with a camera-ready copy of each document and with plastic film reproducibles of the drawings, we are requesting reimbursement for the additional printing costs we have incurred.

The following breakdown of expenses is based on production of 50 copies of the Master Development Plan, 50 copies of the Environmental Assessment, 15 copies of the Cost Estimate, and 30 sets of drawings.

Covers:	Three (3) front covers, full bleed with reversal, screen and type sur-print; three (3) back covers, solid full bleed	\$ 478.00
Cover Varnish:	Fronts and backs	63.00
Picture Page:	Master Plan, line copy and photo	26.30
Printing of Foldouts	Black ink on cream white paper	623.00
Text:	Xerox, 175 pages on cream white paper	542.70
Assemble books (by hand)		315.00
Binding:	White GBC plastic	<u>110.00</u>


STAT

November 11, 1981
Page Two

Sub Total	\$ 2,158.00
Tax	<u>129.48</u>
TOTAL	\$ 2,287.48
Negatives of Foldouts (32) at \$14	448.00
Drawings: 30 sets Diazo	<u>270.30</u>
GRAND TOTAL	\$ 3,005.78

Please let me know if you have any questions about these figures. We have enjoyed working on this project and look forward to its successful completion in January.

Very truly yours,


Alan Carroll
Project Manager